

PUBLIC PARTICIPATION  
IN  
STATE BOARD OF EDUCATION MEETINGS

1. The State Board of Education welcomes comment from the public on education related issues, regardless of whether the issue is on the day's agenda. Before a vote is taken on an agenda item, the public is given opportunity to comment on the specific item under consideration. In addition, comments from the public on both agenda and non-agenda items will be heard at approximately 1:00 p.m. (or immediately following the lunch recess) regardless of the number of items remaining on the agenda for discussion/action, or as otherwise stated on the agenda.
2. The persons wishing to address the State Board of Education will be asked to identify themselves as to name and address, and may indicate the organization to which they belong, if any. In those instances in which a person is representing an organization, the presenter should indicate whether the presentation represents the official views of the organization.
3. All persons wishing to address the State Board of Education must declare their intent to the Administrative Secretary on the appropriate form prior to the beginning of the portion of the meeting devoted to public participation.
4. The public participation segment of the meeting will have a limitation of one hour. (Exception noted in number 5)
5. Each presentation will be limited to five minutes except in instances in which the number of speakers will exceed the time limitation. The Chairman may reduce the five-minute period to a lesser amount at the beginning of the public participation, but in no instance will the time provided be reduced to less than three minutes. Depending on the number of persons wishing to address the Board and with the imposition of the minimum three minutes limitation, the one-hour limitation in such instances may be extended to permit every person to present views to the Board.
6. Persons who may wish to address the State Board on topics for which a hearing has been planned or may be scheduled in the near future, should be so informed of the fact by the Chairman, and it should be indicated that such a hearing may be the appropriate forum for the expression of views.
7. In those instances in which more than three persons wish to present their views to the State Board and represent a single organizational unit or a consortium-type organizational unit, such presentation shall be limited to one spokesperson with ten minutes of opportunity or up to three presenters of three minutes each.

8. All written statements should be given to the Administrative Secretary to the State Board of Education in order that they may be made available to the members of the State Board. Lengthy written statements which may not have been completely presented within the time limitation will be made available to the Administrative Secretary who will reproduce them for the information of the State Board of Education.
9. Items identified during the public participation requiring State Board consideration will be reviewed at the end of the meeting when the Board is discussing the agenda for the next meeting. A request may be made to staff to prepare a background document for Board consideration at a subsequent meeting.
10. Because of the nature of contested cases and the risk of conducting a de novo hearing, the Board should refrain from receiving additional input in such cases.
11. During Committee of the Whole meetings, public participation will be restricted to the items on the agenda.

#### A Note to Participants

1. All documents distributed during the meetings are part of the public meeting and, therefore, shall be considered public documents.
2. The presentations made by the participants during the public participation should take into consideration the rules of common courtesy. The presenters should keep in mind that all statements made at a public meeting become a matter of public record. It is the responsibility of the presenter that all statements made are accurate and based on facts.
3. It is the practice of State Board members not to respond to comments heard during the public participation portion of the meeting. Questions for clarification are appropriate, but a presenter should not expect to carry on a dialogue with any board member(s).

Revised January 7, 1998

STATE BOARD OF EDUCATION  
REQUEST TO ADDRESS THE MEETING

Date \_\_\_\_\_

Yes, I would like to speak to the State Board of Education at this meeting.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

I want to speak about (subject) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization Represented (Response Optional) \_\_\_\_\_

\_\_\_\_\_

Official Spokesperson for Organization: Yes \_\_\_\_\_ No \_\_\_\_\_

\* \* \* \* \*

(Tear off the attached procedures and keep for reference.)